

CHECKLIST FOR LIQUOR LICENSE TRANSFERS

The NJ Division of Alcoholic Beverage Control requires that the items listed below be completed prior to the request for transfer being considered at a Council meeting:

- ◆ 1. **(3) 12-page applications** all notarized and original signatures.
- ◆ 2. **Fees** (non-refundable) check or money order payable to:

	<u>Town of Westfield</u>		<u>ABC**</u>
	<u>10%</u>	<u>20%*</u>	
Plenary Retail Consumption	\$200	\$400	\$200
Plenary Retail Distribution	\$150	\$300	\$200
Club	\$15	\$30	\$200

**Applies only if both Person-to-Person and Place-to-Place are being transferred*

***Payable to "State of NJ Division of Alcoholic Beverage Control"*

Police Department Fees for background check:

1. \$10.00 check or money order only payable to "WESTFIELD POLICE DEPARTMENT" for printing and processing by town;
 2. \$54.00 Cashier's check, certified check or money order payable to Division of State Police - S.B.I.;
- ◆ 3. **Plans** – required for Place-to-Place transfers (Any physical change to licensed area). Provide 1 full set – architectural size and 2 sets reduced to 11' x 17'. For proposed expansion/modification of current premises, provide existing floorplan clearly indicating proposed expansion/modification(s). For a building not yet constructed or under construction, provide plans indicating design and materials to be used, including a detailed sketch of premises and proposed license area and photo of outside of premises.
 - ◆ 4. **Fingerprints** of BUYER(S) – appointments must be scheduled with the Detective Bureau, 789-4000 x6079-Det. McCollough
 - ◆ 5. **Notification of Sale, Transfer, or Assignment in Bulk** form (attached) from BUYER must be completed and submitted to the New Jersey Division of Taxation by registered mail at least 10 days prior to purchase date.
 - ◆ 6. **Tax Clearance Certificate** for Transfer from NJ Division of Taxation.
 - ◆ 7. **New Jersey Sales Tax Certificate of Authority** by BUYER from NJ Division of Taxation (by registering with the NJ Division of Taxation).
 - ◆ 8. **Contract** for sale of liquor license including closing date of license purchase.
 - ◆ 9. **Source and Certification of Funds** used for the transfer – provide a notarized certification identifying the source(s), either personal or corporate, of all funds used in connection with the transfer, including an agreement between parties of how much the license is being acquired for.
 - ◆ 10. **"Consent to Transfer" Letters** from both BUYER and SELLER including closing date.
 - ◆ 11. Proof of Publication – (Notice of intent to transfer and format attached.) BUYER must advertise twice, successively, in the Westfield Leader.
 - ◆ 12. **Place-to-Place Transfer Hearing**-not required UNLESS objections are lodged by the public or Council feels one is appropriate.
 - ◆ 13. **Person-to-Person Transfer Hearing**-not required UNLESS objections are lodged by the public or Council feels one is appropriate.
 - ◆ 14. **Application for Bulk Sale Permit** must be completed and filed with every transfer application (form attached) even if the BUYER does not purchase the stock. If BUYER is purchasing the stock, BUYER must also submit a fee of \$75.00 check or money order payable to NJ Division of Alcoholic Beverage Control.